

Don Bosco Technical School PROSPECTUS

**“Aiming at educating
the young in becoming
technically competent,
mature and
productive citizens”**

**DON BOSCO TECHNICAL SCHOOL
Leading TVET System in Cambodia
Ministry of Labor and of Technical Training**

DON BOSCO TECHNICAL SCHOOLS

Don Bosco Foundation of Cambodia is a non-profit and non-governmental organization working in more than 135 countries including Cambodia. Don Bosco Technical School at Phnom Penh Thmey Campus is a constituent institution of the Don Bosco Foundation of Cambodia. Enrollment normally numbers 420-480 students per scholastic year (from school year 2006, students number 620).

The initial 1991 primary mission of the Don Bosco Foundation of Cambodia was to assist orphans and poor youth. Don Bosco, then, realized that technical education provides a practical answer.

The fast development and changes in the industry and the shift to new social and economic development programs and strategies have altered the nature and work programs of the Don Bosco technical Schools. In effect, this situation has led to the need for more trained manpower that have mastered new knowledge and skills as well as developed attitudes suitable for the dynamic and changing workplace.

Don Bosco Technical School, then, has to provide quality education to its students through the knowledge and skills training. Committed to excellence in learning using the “Competency-based Training and Competency- based Curriculum”, the school seeks to prepare its students and graduates to lead meaningful and productive lives. In doing so, Don Bosco Technical Schools strive to produce technicians, creative leaders who will reach beyond current intellectual, cultural and technological boundaries to become change agents for shaping the future of Cambodia and the world.

THE OFFICE OF HUMAN RESOURCE DEVELOPMENT

The Office of Human Resource Development, housed in the Office of the Director and of Educational Leadership, has as its mission the preparation of *Preparing Educational Leaders, Teachers and Trainers as Facilitators of Competency-Based Training*. The office offers programs designed to prepare personnel for different levels in the Don Bosco Schools.

The objectives of the Office of Educational Leadership provided below are clear evidence that teaching and non-teaching faculty and staff contribute to the realization of the school’s theme, *“Reaffirming Our Commitment to Quality Through Accreditation, Competency and Advancement.*

- To provide competent technicians for the country.
- To maintain accredited degree programs by the qualified personnel.
- To recruit, retain, and graduate quality students for internal personnel selection.
- To collaborate with local TVET Training Institutions in sharing professional experiences, developing joint programs, and assessing educational needs.

- To enhance a positive relationship with TVET program in training institutions and schools and communities in Phnom Penh and whole of Cambodia.

PROGRAM OVERVIEW AND GENERAL INFORMATION OF THE SCHOOL

MISSION STATEMENT

The objective of the Course/Program Registration of Don Bosco Technical School is to ensure quality in providing technical education and training in Cambodia, to enable them to acquire and develop skills that would help them become productive and responsible citizens of their country and to encourage a professional course of study for teaching staff who will become change agents in the educational and technical development of the technical schools in Phnom Penh and the nation.

PROGRAM GOALS

Our two programs goals are, therefore, as follows: (1) to improve quality of courses/ programs and (2) to upgrade the competencies of trainees/ graduates. Prospective technological, vocational, educational leaders and trainers will acquire a common core of knowledge and skills grounded in management practices, including: (a) societal and cultural influences of schooling, (b) teaching and learning processes and school improvement, (c) organizational behavior, (d) leadership and management processes and functions, (e) policy studies and politics of education and skills training, and (f) ethical dimensions of learning process. The program will also provide long term formal relationships between the Don Bosco Technical School and the neighborhood to create partnership in building up better citizens of Cambodia and the world.

PROGRAM OBJECTIVES

The objectives of the program are designed to enable students to:

- Upgrade the quality of technical vocational education and training to the young to become skillful in technical vocational with the level of competency to standard of the countries in the region.
- Acquire theories and skills from behavioral, social , organizational and managerial sciences which can be used to facilitate the educational growth and skills expertise of the young.
- Transmit high ideals of social and cultural plurality, principles of multicultural education and skills training, and learn how to maximize all students' learning potential.
- Discuss contemporary educational thought and practices on themes such as competency, achievement, assessment, accountability, and performance appraisals.
- Analyze funding resources for students and teaching personnel, utilize the latest techniques in budget development, and evaluate the funding of education for the needy youth and personnel.

PLACEMENT AND APPRENTICESHIP

The training offered by Don Bosco technical School assists the trainees/ graduates in job placements. The school has established tie-ups with some reputable companies where the students spend their supervised in-plant training (SIPT).

EVALUATION AND TRAINING PERFORMANCE

The trainees are evaluated every module or phase of training. A level of competence in learning theoretical and practical aspect is set for the trainees to develop better learning and work habits to achieve. Graphical representation of the cumulative competence encourages and stimulates the trainees to develop better learning and work habits.

PROGRAMS DESCRIPTION

The Certificate in Technology with any specialization mentioned below. The education and skills training requires a 17-month and/or 22- month course/ program and has a multicultural interdisciplinary base. It prepares students for diploma in technology Level 2. The courses offered are as follows:

- General Shop Machine: This program concentrates on the importance of the basic principles of Machine Shop Technology at work in all branches. It provides training on the operation and maintenance of lathe, milling, boring and grinding machine tools and equipments that are sufficient to enable them to join a work force. It provides a sound and thorough knowledge of machine shop practice, machine shop principles and metrology at work.
- Automotive Technology: This program concentrates on the importance of the basic principles of Automobile technology at work in car and motorcycles. It provides a training on servicing, maintenance, installation and repairs on car and motorcycles engines. It also provides a sound and thorough knowledge on computerized wheel alignment and car electronics.
- General Electrical Technology: This program concentrates on the importance of the basic principles of general Electrical Technology at work in all branches. It provides servicing and maintenance, installation and repairs of electrical system on motors, transformers and generators, its components and parts, refrigeration and air conditioning system that are sufficient for trainees to join a work force. It provides a sound and thorough knowledge of electricity, electrical machineries, industrial controls and circuit controls.
- Fabrication and Welding: This program concentrates on the importance of the basic principles on fabrication of machine parts, electrical and gas welding technology at work in all branches. It also provides training on sheet metal works, Mig and Tig Stainless, plasma cutting, cylinder rolling, bending and cutting that are sufficient to enable the trainees to join a work force.
- Basic Electronics and Computers: This program concentrates on the importance of the basic principles on Electronics technology and computers at work in all branches. It

also provides training on servicing and maintenance, installations and repairs of electronics system, its components and parts, software and hardware computer installations and its maintenance, printed circuit board, design and production that are sufficient to enable the trainees to join a work force.

- **Printing:** This program concentrates on the importance of the basic principles on pre-press, off-set and silk-screen printing, binding and finishing at work in all branches. It also provides training on computer design, color separation, agfa-image setter, film recording, folding and plastic lamination that are sufficient to enable the trainees to join a work force in Printing Press.

ADMISSION REQUIREMENTS

Admission to this program is based on the assumption that candidates will be able to complete the requirements of the program and become successful manpower after graduation. The application requirements are as follows:

- Must be poor and/ or orphaned and lack the opportunities to continue studies.
- Graduate Record Examination (GRE) must show that she/he has studied at least Level 9 of the Formal Education.
- Must come from poor and big families and/ or recommended by orphanages or other NGO's.
- Submit official transcripts of at least Lower Secondary Education (Level 9), Identification Card and Family Book
- Must pass the personal Interview
- Must take the Written Examination

OTHER REQUIREMENTS

Students from the province or orphanages may be admitted in the Boarding Houses Girls' Hostel and Boys' Boarding Section). They must submit proper credentials. A full-time residency or at least three semesters must be completed in the two years course. Candidates must pass a comprehensive examination at the end of appropriate courses, and then satisfactorily pass the assessment of their specialization at the culmination of the course/ program.

Students also will be required to participate in selected enrichment activities during year one of the program like sports, extra-curricular activities and seminars/ courses and farming.

PORTFOLIO GUIDELINES

Guidelines for developing a professional portfolio as partial requirement for graduation are provided below. The portfolio should be presented in a binder of some sort that includes the following information:

- Personal Mission Statement (PMS)
- Current and complete resume
- Personal data and background
- Evidence and examples of professional achievements, such as:
 - Significant Information about Self
 - Educational Attainment
 - Additional Experiences
 - Community Service, Special professional development involvements
 - Workshops and Short Courses attended
 - Honors, Awards, Recognitions
 - Personal development plan and hobbies

COURSE AND SEMESTER SEQUENCE

Each student will be required to complete the equivalent of one and a half calendar years in residency. The second year will include additional core courses, minor courses, and the in - plant training internship or the elective subjects for the second semester of the second year. Courses are offered Monday to Saturday from 7.45 a.m. to 3.45 p.m. The common courses or subjects for first year and students are as follows:

First Year Subjects : First and Second Semesters

Khmer Language 1	English Language 1
Practical Mathematics 1	Technical Drafting 1
Personality Development 1	Moral Ethics 1
Health and Physical Exercises 1	

Second Year Subjects: First and Second Semesters

Khmer Language 2	English Language 2
Practical Mathematics 2	Technical Drafting 2
Personality Development 2	Moral Ethics 2
Health and Physical Exercises 2	

The specialization will be accorded the different sections or departments. Every trainee will, however, pass the required assessment on the following:

1. periodic tests and examinations
2. competency assessment
3. feedback on assessment results
4. Written report from the teaching faculty
5. Written report and recommendation from the supervisors and managers

NOTE:

- **Students who passed the Competency Assessment of Quality Assurance** will get a diploma of certification and equivalency from the Ministry of Labor and Technical Training and the Don Bosco Technical School.
- **Students who don't passed the Competency Assessment of Quality Assurance** will only get the certification from the Don Bosco Technical School.

INTERNAL MONITORING, REVIEW AND AUDITING CONCEPT

The INTERNAL MONITORING, REVIEW AND AUDITING CONCEPT is a valuable feature of the “internal” Quality Assessment of Don Bosco Technical School managed by the Office of Educational Leadership. This concept embodies such ideals as “community-building,” “collaboration,” “networking” and “support of other” for the organization and management of the institution.

During the year, each manager or shop supervisor is responsible of one sub-committee for the internal monitoring of the **9- Development Factors** of Quality Education and Skills Training of Don Bosco Technical School. The following development factors are as follows:

- Mission and Objectives
- Governance and Administration
- General Program of Studies
- Curriculum and Curriculum Development
- Teaching and Learning
- Faculty and Supportive Staff
- Learning Resources and Guidance
- Funds and Facilities
- Office of the Educational Leadership

One of the purposes for this “concept” is the learning process of dealing with internal quality assessment and follow-up. It also deals with organizational behavior, group decision making, and group dynamics. While these sub-committees of development factors are informal, they form the basis and style of administrative and strategic networking that should carry the process of quality assurance through professional challenges for years.